

## Planning Enforcement Measures

The PM bases his law enforcement measures on the premise of “selective enforcement.” Selective enforcement is the key to effective law enforcement. The PM focuses MP resources on the actions and areas where they are most needed. Police incidents are usually caused by conditions and acts that continue to cause trouble unless corrected.

Basing law enforcement measures on selective enforcement fosters an efficient use of manpower. And it lends direction to crime prevention and law enforcement efforts. It allows MP actions to be based on logical, systematic information that makes the best use of resources.

To employ selective enforcement the PM must have access to up-to-date information. A PM needs data that will provide pertinent facts for solving continuing enforcement problems. The PM must ensure he has the people and equipment he needs to do the job. And he must employ these resources where they are most needed. Effective law enforcement is proactive and minimizes unproductive time. Checking a building during hours when the facility is closed is not proactive. Being at the facility before it closes is proactive. It eliminates the need to check the facility immediately after it closes. And it places the MP at the facility for maximum visibility and deterrence at the most vulnerable time.

PMs, like all modern police administrators, have learned through training and experience that MP assets must be dispersed when and where police problems are likely to occur. The amount or volume of crime that occurs is not evenly distributed over the course of a week or a day. In 100 offenses reported during a seven-day period, more crimes will have occurred on certain days of the week, at certain times of the day, and in certain places. Analysis of such information

### CONTENTS

	Page
COLLECTING, COMPILING, AND USING SELECTIVE ENFORCEMENT DATA .....	74
ACQUIRING DATA FROM MP REPORTS AND FORMS .....	77
Recording Telephone Conversations .....	77
Maintaining Radio Log .....	78
PREPARING MP REPORTS .....	78
Maintaining MP Desk Blotter .....	80
Submitting Criminal Data Reference Cards .....	80

keeps the PM alert to changing needs for police services. Then the services, matched to the number of MP available, can be provided in the areas in which they are most needed.

Selective enforcement is founded on a continuous process of accumulating, analyzing, and interpreting data. Information in complaint reports, vehicle accident reports, and offense reports is tabulated, computerized, marked on spot maps, and filed in the proper files. Each complaint or offense for which a report has been made is studied.

An analysis of data accumulated over a period of time can show the nature of a problem and how often it recurs. Analysis can also show the requirements for the most effective assignment of MP. This data allows the PM to plan enforcement activities without relying on intuition or arbitrary plans.

The basis for selective enforcement is accurate, historical data on time, place, type, and frequency of incidents or violations. Careful interpretation of this data can help determine the cause of crime, project operating costs, forecast personnel and equipment requirements, and maintain accurate reports on the status of discipline within the command.

## COLLECTING, COMPILING, AND USING SELECTIVE ENFORCEMENT DATA

Selective enforcement requires the support of statistical data. Proper collection and interpretation of this data is essential if successful results are to be achieved. The best sources of information are the routine records and reports readily available to PMs. To be useful, the routine reports must be accurate and complete. If operating personnel like desk sergeants, patrols, and investigators fail to record incidents, accidents, or violations accurately, the resulting data will not be factual.

Collecting and compiling enforcement data must be done systematically. Clear instructions must be available concerning the information that is needed and the format in which it is to be collected. Misunderstood instructions can result in lost time or erroneous decisions based on poor data. The responsibility for collecting and compiling data is assigned to a specific individual or section. If too many people work with the data, the likelihood of misunderstood instructions, errors, or inconsistent or inaccurate data increases.

The method used to compile and organize the data depends on available data resources and the desired results. Computer technology helps. It can easily provide the statistical analysis needed to produce pertinent information. For instance, computers, sorting reports of crime by day of the week and hour of the day, can make comparisons readily available. Specific types of information may be requested. Reports can be obtained that reflect increasing and decreasing trends.

Raw data must be organized and summarized before it will become meaningful for planning purposes. Data are usually obtained from various reports, records, or surveys and appear as unorganized numbers and facts. By systematic rearrangement or classification, meaning and significance may be given to data. This makes the

information easier to compare with other groups of similar data. It also offers a chance for further analysis of the facts.

An imaginative PM will find many ways to present selective enforcement data. A presentation should be tailored to fit the situation, the facts being presented, and the intended audience.

One useful method of organizing and presenting data is by the construction of a frequency distribution table. The basic data are located by finding the largest and smallest numerical values. The difference between these two values (such as the range) is determined. The values are grouped in the order of their magnitude, in groups of twos, threes, fours, fives, and so forth. The size of this grouping factor, called the class interval, normally is such that not less than ten, nor more than twenty, of such groupings result. Consideration is given, however, to the total number of numerical values with which it is necessary to deal. The completed tabulation is described as a frequency distribution.

Presenting data in a frequency distribution table places the data in logical order. It condenses and simplifies the data. But essential details are retained. A frequency distribution table groups items of the same class and specifies the number of items in each class. Data can be classed by type of offense, time of day of offense, and age of offenders. With some types of data it is useful to group classes together for easier interpretation. For example, if we are listing numbers of offenses by time of day, it would be helpful to combine two or more hours together to form an hour group or interval. A table that lists offenses for three-hour periods (such as 2100 hours to 2400 hours equals 284 offenses for a six-month period) would be more meaningful for most enforcement problems than a listing of 24 different one-hour periods.

Another statistical aid to the PM and his staff is the calculation of percentages. Data presented in percentage form give a clear picture of problem area locations.

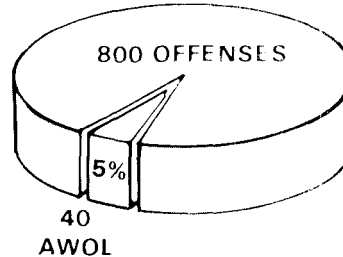
Percentages are also helpful in presenting briefings and reports. A percentage is the relationship of a part to a whole calculated on the basis of 100.

### CALCULATION OF PERCENTAGE

If 800 offenses occurred at Fort Zebra during a certain month, 40 AWOLs would constitute 5 percent of the total number of offenses. To arrive at this result, the following computations are made:

Base figure: 800 (Offenses)

Figure compared to base: 40 (AWOLs)



$$\frac{40}{800} \times 100 = 5\%$$

Divide the base figure into the figure being compared to the base, and multiply the result by 100 for a percentage.

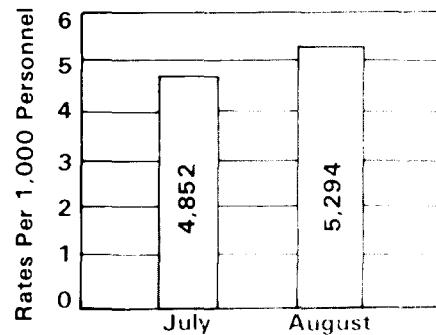
This method may also be used to determine percentage of increase or decrease in troop strengths. The only difference is

that an additional computation must be made to determine the actual increase or decrease involved.

### CALCULATION OF PERCENTAGE OF INCREASE OR DECREASE

1st Brigade increased in strength from 4,852 in July to 5,294 in August. The percentage of increase is 9.1 percent.

5,294	August strength
-4,852	July strength
<hr/> 442	



The base figure is 4,852. The figure being compared to the base is 442. The formula for this example is—

$$\frac{442}{4,852} \times 100 = 9.1\%$$

Percentage of decrease is calculated in the same manner.

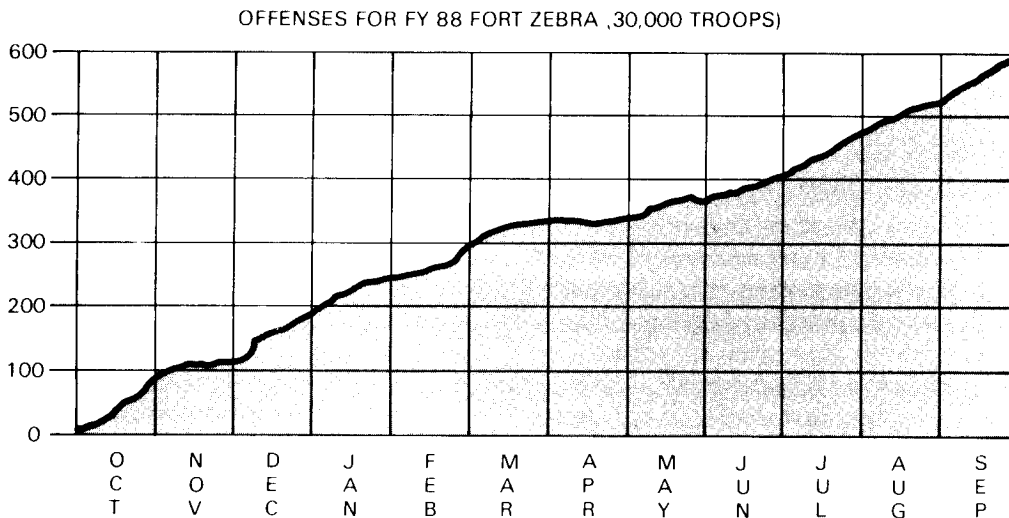
The rate of occurrence is generally expressed in terms of frequency per some standard unit such as 100, 1,000, 100,000, 1,000,000. These figures (100, 1,000, and so forth) are arbitrary. They act as a common denominator to make evaluation and comparison easier.

A graph or chart provides the PM with a medium for presenting facts in a clear, understandable, logical, and interesting manner. (See Appendix C for more information on presenting statistical data.) A graph can give meaning to a collection of facts when that meaning, if presented in another form, might not be clear. On a graph

or chart data can be quickly compared. Graphs permit the condensation of facts and figures and can demonstrate deficiencies and trends. A graph can provide the same information as a table, but usually has the advantage of greater simplicity and clarity. But care must be taken in the preparation of graphs to avoid faulty presentation and interpretation. The following are features found in most graphs:

- A distribution of a group of values or traits or characteristics.
- A brief, simple, and direct title describing the topic the graph represents.
- The unit or units of measure used.

### CALCULATION OF PERCENTAGE RATE PER STANDARD UNIT



If 600 offenses occurred at Fort Zebra during a certain period and 30,000 troops were stationed there during this period, the offense rate is 20 offenses per 1,000 troops. The formula used to achieve this result is—

$$\frac{\text{Number of offenses}}{\text{Strength}} \times \text{standard unit} = \text{rate per standard unit}$$

In applying this formula to our example, it would appear thus:

$$\frac{600}{30,000} \times 1,000 = 20 \quad (\text{rate per 1,000 troops})$$

## ACQUIRING DATA FROM MP REPORTS AND FORMS

Complete, accurate, and timely completion of forms is of prime importance to law enforcement. All the effort expended in enforcement and investigative activities is wasted unless data are properly recorded and reported. And based on accurate data compiled from MP forms, the MP can plan crime prevention, traffic control, and enforcement programs that are timely and effective rather than reactions to situations.

MP records and forms are unclassified except when they contain defense information as defined in DOD 5200.1-R and AR 380-5. When privileged information is contained as defined in AR 340-17, records will be marked "FOR OFFICIAL USE ONLY" and safeguarded accordingly. Records will be maintained and disposed of in accordance with Army regulations.

MP desk sergeants and supervisors must ensure that subordinates do not release information without proper authority and clearance from the post information officer or SJA (see AR 340-17).

Computer technology enhances the ability to obtain and process information not previously possible because of time and resource limitations. When used to their fullest extent, automated systems become useful managerial and investigative tools. Computers have the ability to retrieve in a very short time obscure bits of information not readily available through the most elaborate cross-indexing. Moreover, the ability of computers to arrange statistical information in a meaningful format can automate crime analysis and assist MP in patrol distribution and crime prevention efforts.

To obtain useful information, all data entered into the computer must be timely and accurate. The basis for building any law enforcement data base comes from the records and forms completed by the MP and supporting agencies. Attention must be given to the kind of information desired prior

to implementing an automated system. Consideration must be given to the manner in which the computer stores and retrieves information. A systematic arrangement of files allows for specific query capability as well as meaningful report generation.

### RECORDING TELEPHONE CONVERSATIONS

MP desk personnel are authorized by the Department of the Army to record telephone conversations for a clear and accurate record of emergency communications for command, operational, or record purposes. This authorization extends only to reports of emergencies, analysis of reported information, records of instruction or commands, warnings received, requests for assistance, and instructions on locations of serious incidents.

There are restrictions when telephone and radio conversations are recorded:

- All telephones connected to recording equipment will be labeled "FOR OFFICIAL USE ONLY-CONNECTED TO RECORDING DEVICE." Access will be restricted to desk personnel only.
- Recording equipment connection must be coordinated with appropriate telecommunications personnel.
- Official telephone numbers for the MP desk will be listed in appropriate telephone directories with a statement that emergency conversations will be recorded for accuracy of records.
- Installation commanders must issue letters of authorization for such activities. One copy will be forwarded to Department of the Army.
- Conversation recordings in overseas areas must also conform to SOFAS and other international agreements.
- Recording equipment at MP desks may not be used to conduct wiretapping, investigative monitoring, and eavesdropping activities.

## MAINTAINING RADIO LOG

DA Form 3945 (Military Police Radio Log) is used as an official record of all MP radio calls. The radio log is begun at 0001 hours and closed at 2400 hours each day and contains all radio traffic to and from the MP station and patrols during the period. The form is normally prepared in one copy. It is filed sequentially in the desk sergeant's files

and serves as a backup reference for the desk blotter and other reports. It is important that the source, time, and subject of routine calls be entered in the log. In the case of serious incidents, the radio log entry is more detailed. Electronic tape-recording equipment is routinely authorized for use on MP desks. Audiotapes may be used in place of DA Form 3945.

MILITARY POLICE RADIO LOG <small>For use of this form, see AR 190-45; the proponent agency is the Deputy Chief of Staff for Personnel.</small>			DATE (From 0001 Hours to 2400 Hours)	PAGE NO.	NO. OF PAGES
SEE INSTRUCTIONS ON REVERSE.			20 August 1987	1	1
UNIT OR STATION DESIGNATION Provost Marshal Office, Ft Blank, Alabama 12345				CALL WORD Sierra	
TIME a	UNIT TO b	UNIT FROM c	MESSAGE d		
0001	-	-	Radio Log Opened		
0100	10	S	Radio Check		
0105	20	S	Radio Check		
0300	S	10	Completed Security Checks		
0530	20	S	Report for Flag Call		
0800	20	S	Report for School Cross Walk Mission		
0830	S	20	School Cross Walk Mission Completed		
1300	10	S	Report for Post Exchange Money Escort		
1320	S	10	Completed Post Exchange Money Escort		
2400	-	-	Radio Log Closed		

**DA FORM 3945**  
1 OCT 72

REPLACES DA FORM 19-43, 1 OCT 66, WHICH WILL BE USED.

## PREPARING MP REPORTS

DA Form 3975 is prepared on all complaints received and incidents observed or reported to MP, except routine traffic violations and those minor violations noted by MP where corrective action consists of a verbal warning. DA Form 3975 is also prepared when an apprehension is made or a military person is returned to US Army control from another apprehending agency.

The military police report is initiated immediately upon receipt of information. If time does not allow for the immediate initiation of the report, the report should be initiated as soon as practicable. This report assures complaints are recorded, systematically assigned for follow-up, disposed of, or referred, and posted to the MP desk blotter.

EDITION OF 1 JAN 74 IS OBSOLETE

## MAINTAINING MP DESK BLOTTER

The MP desk blotter is a chronological record of police activity developed from reports, complaints, information, and incidents. The desk blotter is not a substitute for the MP report. Its entries, in narrative form, contain the essentials of the report. It states concisely the who, what, when, where, and how of an incident. It cites the identity of persons related to an incident. And it directs readers to the MP report for details. Entries do not list names of juvenile subjects. In certain types of incidents/offenses such as rape and child molestation, names of victims should also be protected. In these cases, entries reflect the term “protected identities” (PI) where the name of the subject/victim is normally listed. If approved by the installation/activity PM, this technique may be used whenever information on a particular entry should be controlled. In that case, the blotter will indicate that the entry is restricted. And it will show the number of the associated MP report. The action taken and the name of the person recording the entry will be indicated in the columns provided.

The desk blotter covers the period from 0001 to 2400 hours. Time recorded in the “time column” reflects the time the information is typed on the blotter. The first daily entry on each blotter is always “blotter opened” and the last entry on each blotter is always “blotter closed.” The blotter is normally prepared in original and two copies. One copy is sent to the senior commander supported by the respective PM office (see AR 190-45). The original is maintained in the PM files. The other copy is maintained in the desk sergeant files. With approval of the senior commander, extracts may be prepared for subordinate commanders when the blotter contains entries that pertain to their respective commands. As determined by local policy, the form may be used to provide information to the supporting USACIDC element. Distributed copies of blotters or extracts will include the following statement (typed,

printed, or stamped): “This blotter or extract is a daily chronological record of police activity developed from reports, complaints, incidents, or information received and actions resulting therefrom. Entries contained on the blotter may or may not be complete or accurate and are not adjudications attesting to the guilt or innocence of any person.” The desk sergeant or duty officer verifies the entries. An authorized individual signs the blotter after it has been closed.

Information concerning the administration of the MP station, such as personnel changes, inspections, visitors, and other administrative data, is recorded on DA Form 1594 and in the MP desk journal.

## SUBMITTING CRIMINAL DATA REFERENCE CARDS

DA Form 2804 (Crime Records Data Reference) is used to forward to the Crime Records Center information on subjects of investigations for—

- Violations of Article 111 through 133, UCMJ.
- Violations of Articles 77 through 84, 87 through 110, and 134, UCMJ, for which the maximum punishment prescribed in the MCM is confinement for six months or more.
- Offenses which result in revocation or suspension of driving privileges or the assessment of six or more points as outlined in AR 190-5.
- An offense under the Assimilative Crimes Act (18 USC 13) or other federal statute for which there is no corresponding offense in the MCM and for which a maximum punishment of six months or more confinement is prescribed.

A separate DA Form 2804 is submitted for each identified subject (real name and aliases) of an investigation of a special category offense, regardless of DA Forms 2804 previously forwarded as a result of separate investigations. Completed DA Form 2804



## EXAMPLE OF MILITARY POLICE DESK BLOTTER

MILITARY POLICE DESK BLOTTER For use of this form, see AR 190-45; the proponent agency is Office of the Provost Marshal General.		DATE (From 0001 hours to 2400 hours) 20 August 1987	PAGE NO 1
UNIT OR STATION DESIGNATION Office of the Provost Marshal, Fort Blank, AL 12345			NO. OF PAGES 1
ENTRY NO.	TIME	SUMMARY OF COMPLAINT, INCIDENT, POLICE INFORMATION	SUMMARY OF ACTION TAKEN
1	0001	"This blotter/extract is a daily chronological report of police activity developed from reports, complaints, incidents or information received and the actions resulting therefrom. Entries contained on the blotter may or may not be complete or accurate and are not adjudications attesting to the guilt or innocence of any person".	
2	0425	<p>BLOTTER OPENED:</p> <p>MURDER (ART # 118, UCMJ)</p> <p>SUBJECT: SIMONS, ROBERT A., E-5, M/C/29, 041-36-4289, Co A, 13th INF Bn, Ft Blank, AL 12345</p> <p>VICTIM #1: SIMONS, NANCY E., D/W, F/C/25, 623-85-3321 BLDG 3355A, 95th St., Ft Blank, AL 12345</p> <p>VICTIM #2: KING, WILLIAM D., E-4, M/C/21, 459-21-9062, Co A, 13th INF Bn, Ft Blank, AL 12345</p> <p>TIME/DATE: 0001 hrs, 20 Aug 87</p> <p>LOCATION: QTRS 3355A, 95th St., Ft Blank, AL 12345</p> <p>MIL/POL: SGT SCHIFF / SP/4 ROBINSON 1st MP Co, Ft Blank, AL 12345</p> <p>DETAILS: Preliminary investigation revealed that SIMONS, R became drunk at the NCO club during the evening of 19 Aug 87. SIMONS R left the NCO club at approx 2345 hrs in his POV, and drove to his quarters where he found his wife, SIMONS, N, and his best friend, KING, undressed in the master bedroom. SIMONS, R immediately went to the living room and obtained from his gun cabinet a Savage, Model 99 shotgun, and then returned to the bedroom and with two shots killed SIMONS, N, and KING. At 0055 hrs, SIMONS, R notified the MP Desk SGT. SIMONS, N and KING were pronounced dead by Coroner, Dr. (MAJ) MAIR at the Hill Top Army Hospital at approx 0230 hrs. SIMONS, R was apprehended by MPs and transported to the MP Station and administered a portable breath test with results being .23%. Investigation continues by CID.</p> <p>PREVIOUS OFFENSES AT THIS STATION: None.</p> <p>BLOTTER CLOSED: <i>Ronald R Sampson</i> RONALD R. SAMPSON 1LT, MP MPDO</p>	<p>Information</p> <p>MPR # 03199-87 DA Form 3975 DA Form 2823(3) DA Form 4137 DD Form 629 initiated. Notified: CID (BUTLER) at 0105 hrs, MPDO (SAPP) at 0115 hrs, UNIT CDR (BOCK) at 0320 hrs. SIMONS, R rel'd to CID.</p>
3	2400		<p>Information</p> <p>PAVLOV</p>

DA FORM 3997  
1 DEC 72

REPLACES DA FORM 19-80, 1 NOV 56, WHICH WILL BE USED.

# LAW ENFORCEMENT OPERATIONS

with completed DA Form 3975 is forwarded by the preparing office directly to Director, US Army Crime Records Center, 2301 Chesapeake Avenue, Baltimore, MD 21222. The card is completed in accordance with

AR 195-2, except for the report of investigation (ROI) number block, which reflects the number shown in the USACRC control number block of the completed DA Form 3975.

## EXAMPLE OF CRIMINAL DATA REFERENCE CARD

THOMAS, Phillip Derrell		2. SUBJ STATUS CODE		E5		723-85-9372	
1. NAME (Last, First, Middle)		3. GRADE		4. MCAC		5. SSN	
6. ALIASES/NICKNAMES		7. SEX		* CODES		10. FORMER SVC NO.	
None		M		C Z		None	
12. POB (City, State)		13. ROI/MPR (Include Primary Offense Code)		14. SURVEY CODE		11. DOB (Yr, Mo, Day)	
Royal Oak, MI		87-MP0111-3984B 7A1A				630718	
16. ORGANIZATION AND STATION		17. STA-TION CODE		DATE		20. DRUGS INVOLVEMENT	
441st Infantry Company Fort Blank, AL 12345						7J2	
21. OTHER INVOLVEMENT		18. OPENED		19. CLOSED		22. FILE LOCATION	
23. (Check appropriate box)		24. DISPOSITION		25. DATE REPORTED		26. ACTION TAKEN	
<input type="checkbox"/> SUSPECT <input checked="" type="checkbox"/> SUBJECT <input type="checkbox"/> VICTIM				870729		<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
REMARKS		* CODES		9 CUBAN		5 FILIPINO	
None		R RED		5 LATINAMER		V VIETNAMESE	
		M YELLOW		1 OTHHISPANIC		3 OTHASIAN	
		N BLACK		8 ALEUT		E MELANESIAN	
		C WHITE		7 ESKIMO		W MICRONESIAN	
		X OTHER		2 USCANINDIAN		L POLYNESIAN	
		Z UNKNOWN		G CHINESE		Q OTHPACISLAND	
		ETHNIC		J JAPANESE		X OTHER	
		6 MEXICAN		K KOREAN		Y NONE	
		4 PUERTO RICAN		D INDIAN		Z UNKNOWN	

DA FORM 2804  
1 JAN 80

EDITION OF 1 APR 77 IS OBSOLETE.

CRIME RECORDS DATA REFERENCE

FOR USE OF THIS FORM, SEE AR 195-2, THE PROPONENT AGENCY IS USACIDC.